



U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

# Memorandum

Subject: ACTION: Processing of AWS by CUPS

Date: **SEP 4 1990**

From: Director of Accounting, AAA-1

Reply to  
Attn. of:

To: Supervisors and T&A Clerks

Effective pay period 9014 (6/17-6/30/90), the Consolidated Uniform Payroll System (CUPS) was modified to process flexible and complex compressed alternative work schedules (AWS). Accurate processing will require identification of employees on AWS through time and attendance (T&A) reporting and several modifications in T&A reporting will be required for flexible schedules.

The use of AWS is currently restricted. Supervisors should contact their servicing personnel office to determine the eligibility of their employees for AWS.

Employees that are assigned to AWS must be identified by a special tour indicator on Form DOT F2740.2, Time and Attendance (T&A) Report, or the Electronic Time and Attendance Management System T&A screen, as appropriate. The special tour indicator is required only in the pay period in which the AWS is established, changed, or canceled. A special tour indicator will not be required for employees previously established under AWS by memorandum. However, memorandums will no longer be used to establish or cancel AWS following the CUPS modifications. FAA Order 2730.8, Time and Attendance - Uniform Payroll System, will be modified to document changes to T&A procedures.

Attached is information on the use of special tour indicators and T&A reporting for employees under AWS. Questions may be directed to the appropriate payroll processing center.

  
E. M. Keeling

Attachments



## SPECIAL TOUR INDICATORS

1. Use of Special Tour Indicator Codes. A special tour indicator code is required on the report of time and attendance (T&A) data to establish an employee under a flexible or compressed alternative work schedule (AWS). Once an employee is established under AWS, a code is required if the type of AWS is changed, e.g., from a flexible to a compressed AWS; or if the AWS is canceled and a standard non-AWS is reestablished. A special tour indicator code is only required on the report of T&A data for the pay period the AWS is established, changed, or canceled.

2. T&A Reporting of the Special Tour Indicator Code. Reporting of the special tour indicator is as follows for employees under Form DOT F2740.2, Time and Attendance Report, and for employees under the Electronic Time and Attendance Management System (ETAMS):

a. Form DOT F2740.2. Enter the special tour indicator in the first position of the cost center field. (Use the cost center field on the second line of the form.)

b. ETAMS. Enter the special tour indicator code in the PP TOUR field of the ETAMS T&A screen. Once a code is established, it will appear on the screens for subsequent pay periods in the employee's master record (EMR) TOUR field. A blank in the EMR TOUR field indicates that no AWS code was in effect in the previous pay period.

3. Special Tour Indicator Codes.

a. "1" - Compressed schedule. Code 1 establishes an employee under a compressed AWS. Code 1 is also used to return an employee to a compressed schedule from a temporary non-AWS assignment. The code is not required if an employee changes the type of compressed schedule, e.g., from a 4/10 to a 5-4/9.

b. "2" - Flexible schedule. Code 2 establishes an employee under a flexible AWS. Code 2 is also used to return an employee to a flexible schedule from a temporary non-AWS assignment.

c. "3" - Hold. Code 3 holds a credit hour balance for an employee under a flexible AWS that is temporarily assigned to a non-AWS, e.g., training, detail, etc. Use code 3 in the first full pay period of the temporary assignment. Do not use code 3 if the temporary non-AWS assignment is less than a full pay period.

d. "4" - Reestablish non-AWS. Code 4 reestablishes an employee under a standard non-AWS. Also use code 4 for an employee under a compressed AWS that is temporarily assigned to a non-AWS. Use code 4 in the first full pay period of the temporary assignment. Do not use code 4 if the temporary non-AWS assignment is less than a full pay period.



COMPRESSED SCHEDULES

1. Recording the Assigned Shift on the T&A.

a. Record the fixed tour of duty in the "Assigned Shift" column.

b. The biweekly assigned shift may not exceed 80 hours. T&A's with assigned shifts greater than 80 hours will be rejected. Therefore, it is important on a 5-4/9 schedule to remember that there is one 8-hour shift each pay period.

2. Recording Time Worked Outside Shift. Record time in addition to the assigned shift in the "Time Worked Outside Shift" column.

3. Designation of In-Lieu-Of Holidays.

a. If a holiday occurs on the first nonworkday in the administrative workweek, the following workday will be the in-lieu-of holiday.

b. If a holiday occurs on any nonworkday other than the first nonworkday in the administrative workweek, the preceding workday will be the in-lieu-of holiday.

10. 10. 10.

11.

12.

13.

14.

15.

16.

17.

18.

19.

20.

21.

22.

23.

24.

25.

26.

27.

28.

29.

30.

31.

32.

33.

34.

35.

36.

37.

38.

39.

40.

41.

42.

43.

44.

45.

46.

47.

48.

49.

50.

51.

52.

53.

54.

55.

56.

57.

58.

59.

60.

61.

62.

63.

64.

65.

66.

67.

68.

69.

70.

71.

72.

73.

74.

75.

76.

77.

78.

79.

80.

81.

82.

83.

84.

85.

86.

87.

88.

89.

90.

91.

92.

93.

94.

95.

96.

97.

98.

99.

100.

101.

102.

103.

104.

105.

106.

107.

108.

109.

110.

111.

112.

113.

114.

115.

116.

117.

118.

119.

120.

121.

122.

123.

124.

125.

126.

127.

128.

129.

130.

131.

132.

133.

134.

135.

136.

137.

138.

139.

140.

141.

142.

143.

144.

145.

146.

147.

148.

149.

150.

151.

152.

153.

154.

155.

156.

157.

158.

159.

160.

161.

162.

163.

164.

165.

166.

167.

168.

169.

170.

171.

172.

173.

174.

175.

176.

177.

178.

179.

180.

181.

182.

183.

184.

185.

186.

187.

188.

189.

190.

191.

192.

193.

194.

195.

196.

197.

198.

199.

200.

201.

202.

203.

204.

205.

206.

207.

208.

209.

210.

211.

212.

213.

214.

215.

216.

217.

218.

219.

220.

221.

222.

223.

224.

225.

226.

227.

228.

229.

230.

231.

232.

233.

234.

235.

236.

237.

238.

239.

240.

241.

242.

243.

244.

245.

246.

247.

248.

249.

250.

251.

252.

253.

254.

255.

256.

257.

258.

259.

260.

261.

262.

263.

264.

265.

266.

267.

268.

269.

270.

271.

272.

273.

274.

275.

276.

277.

278.

279.

280.

281.

282.

283.

284.

285.

286.

287.

288.

289.

290.

291.

292.

293.

294.

295.

296.

297.

298.

299.

300.

301.

302.

303.

304.

305.

306.

307.

308.

309.

310.

311.

312.

313.

314.

315.

316.

317.

318.

319.

320.

## FLEXIBLE SCHEDULES

### 1. Recording the Assigned Shift.

a. Record nonovertime hours payable in the "Assigned Shift" column not to exceed 8 hours in a day. Hours payable will be the same as duty hours except in certain night differential situations (see paragraph 4).

b. The biweekly assigned shift should total 80 hours for a full-time employee. T&A's with assigned shifts greater than 80 hours will be rejected.

2. Recording Time Worked Outside Shift. Record time worked in addition to hours reported in the assigned shift in the "Time Worked Outside Shift" column. There is no change in the reporting of time worked outside shift except for the addition of credit hours (see paragraph 3).

### 3. Credit Hours.

#### a. T&A Recording.

(1) Use condition option "9" to record credit hours worked in "Time Worked Outside Shift" column.

(2) Use code "21" to record credit hours used in "Time Not Worked" column.

#### b. Accumulation.

(1) Full-time employees may accumulate up to 24-credit hours at the end of a pay period. Part-time employees may accumulate credit hours at one-fourth of their established tour of duty.

(2) Any credit hours in excess of 24 at the end of a pay period (or the appropriate amount for part-time employees) will be forfeited.

#### c. Use.

(1) Credit hours must be earned prior to being used.

(2) Annual leave will be charged if there is no balance of credit hours. Leave without pay will be charged if no annual leave balance is available.

d. Payment. Credit hours are paid at the current base salary rate only in the following circumstances.

(1) When an employee is no longer on a flexible schedule. This would be based on special tour indicator "1" (compressed schedule) or special tour indicator "4" (reestablish non-AWS) entered on the T&A.

(2) When a personnel action is processed that transfers an employee to another administrative region.

(3) When an employee separates.

4. Night Differential. If payable night differential hours are different from night differential hours actually worked, the assigned shift must be changed to include only payable night differential hours. In this situation, the actual hours worked should be listed in the remarks section of the T&A report. Contact your personnel office for information on the determination of payable night differential.

5. Designation of In-Lieu-Of Holidays.

a. If a holiday occurs on the first nonworkday in the administrative workweek, the following workday will be the in-lieu-of holiday.

b. If a holiday occurs on any nonworkday other than the first nonworkday in the administrative workweek, the preceding workday will be the in-lieu-of holiday.